



**LEESBURG BOARD OF ARCHITECTURAL REVIEW
BUSINESS MEETING MINUTES**

**Monday, 19 November, 2012
Town Hall, 25 West Market Street
Council Chamber**

MEMBERS PRESENT: Chairman Richard Koochagian, Vice Chairman Jim Sisley, Parliamentarian Edward Kiley, Teresa Minchew, Tracy Coffing, Paul Reimers and Town Council Representative Marty Martinez

MEMBERS ABSENT: Dieter Meyer and Planning Commission Representative Mary Harper

STAFF: Preservation Planner Kim K. Del Rance, Environmental Planner Irish Grandfield, Zoning Administrator Chris Murphy, Deputy Town Attorney Barbara Notar, and Planning & Zoning Assistant Debi Parry

Call to Order and Roll Call

Mr. Koochagian called the meeting to order at 7:00pm, noted attendance and determined that a quorum was present.

Adoption of the Meeting Agenda

Mr. Sisley moved to adopt the meeting agenda as presented; Mr. Kiley seconded the motion, and it passed 6-0-1, Mr. Meyer absent.

Approval of Minutes

There were no minutes for approval.

BAR Member Disclosure

Mr. Reimers stated he is the applicant for TLHP-2012-0105 and TLHP-2012-0106 and will be abstaining from a vote on both cases.

Ms. Minchew stated she will abstain from discussion of TLZM-2012-0005 as her husband's law firm represents the applicant. Further, she stated she is a member of a non-profit group that has contributed financially to the applicant organization for TLHP-2012-0103; however, this does not inhibit her ability to view the case fairly.

Petitioners

There were no petitioners.

Referrals and Other Business

a. TLZM-2012-0005 Oaklawn Land Bay C, Miller Drive and Trimble Plaza. Project: Second Submission for zoning modification for service station with car wash.

Ms. Del Rance provided an overview of the application for a zoning modification to allow a service station with Car Wash at Miller Drive and Trimble Plaza in the Oaklawn subdivision. She stated this item is before the BAR to provide comments on the scale, massing, the height and the siting of the building. She discussed concerns with the proposed siting of the building, which is in contrast with the guideline requirements that parking not be located in front of the building and that the building be oriented toward the main entrance. Further, she expressed concerns with safe pedestrian access.

Christine Gleckner, land use planner with Walsh Colucci, was present representing the applicant. She stated the applicant is requesting some zoning modifications; however, this is primarily a special exception application to have the gas station use approved at this location. She stated the current concept plan for Oaklawn includes a wide landscape buffer along Miller Drive that this site is fitting into. She stated Trimble Plaza is a private access drive for a commercial center and it is the

applicant's feeling that certain allowances could be made as to the configuration of the site. Further, she asked that the use being requested be taken into account by the Board as this type of use inherently has a difficult time meeting some aspects of the guidelines.

Mr. Reimers stated he can understand the need for employees of the station to be able to see the pumps at all times; however, the siting and landscaping could be improved.

Ms. Coffing and Chairman Koochagian stated they had comments pertaining to the architecture of the building that could be addressed at the appropriate time.

- b. TLHP-2012-0127, 6 W. Market St (B-1/H-1 Overlay District), Applicant: Michael O'Connor, Kingdom Enterprise, LLC. Project: Approve side door and pediment already installed and lighting on front façade already installed, add brick to lower side façade, brick sidewalk along side of building and paint building black with gold trim.**

Ms. Del Rance stated the side door being installed by Mr. O'Connor is appropriate and has already been approved; however, the door surround and pediment with the columns is too large, ornate and it tends to reorient the building from the front. She stated the lighting fixtures on the front of the building were replaced and the center fixture is out of scale with the other two. She stated the applicant is also requesting to add brick to the lower side façade to improve water issues; however, staff recommends that a hardy board or similar material be installed on the lower portion of the side façade to address the water rot issue in keeping with the guidelines. She stated staff has no concerns with the applicants request to install a brick sidewalk along the side of the building to the new door. Further, she stated the applicant has requested to paint the building black with gold trim; however, based on the guidelines the colors would be considered "overly intense" and not compatible.

The applicant, Michael O'Connor, concurred that the door surround is large as is the center light fixture on the front façade; however, he stated he is concerned about preservation as well as attracting customers to the downtown. He provided pictures of other buildings in the downtown with similar ornate door surrounds. He stated the brick on the side façade would match the brick on the front of the building and would provide a waterproofing solution. He stated the brick sidewalk along the side façade would delineate the area as a walk way and would prevent cars from parking there. Further, he stated he would be amenable to other paint colors for the building.

Ms. Coffing verified the side door is not intended to be a main entrance, the applicant is not intending to paint the existing brick on the lower front façade and the paint color scheme chosen for this building is intended to be different than what is found on the adjoining 2 W. Market Street Palio building.

There was further discussion regarding the door surround and how it relates to this particular building, the scale of the lighting fixtures on the front façade and more appropriate paint colors such as a dark green with a lighter trim. The board concurred that the brick on the lower side façade and brick walkway would be appropriate as long as the brick color matches the brick on the front façade.

Ms. Del Rance stated the public hearing would be scheduled for the December 3rd BAR work session.

Consent Agenda

There were no consent agenda items.

Public Hearings on New Cases in the H-1 Overlay District

- a. THLP-2012-0103, 207 S. King St. (8B South St. SW)(B-1/H-1 Overlay District), Applicant: Andy Johnston, Loudoun Cares, Project: Adding a brick façade, landscaping and parking lot alterations.**

Chairman Koochagian opened the public hearing at 8:27 pm.

Ms. Del Rance the applicant is seeking an amendment to a previously approved Certificate of Appropriateness for the Loudoun Cares Building. She provided a brief history of the building and stated it was established as non-contributing by the BAR in 2009. She stated this application seeks to enlarge the proposed second story balcony. Further, she stated given that all exterior changes, including colors, are appropriate within the building's context, staff recommends approval.

Kevin Ruedisueli, project architect, was present for applicant. He stated the nature of this application is such that Loudoun Cares will be looking for donations of materials and are presenting the project at this time in concept and will come back for approvals as materials are selected.

Ms. Coffing asked if the overall height of the building has increased.

Mr. Ruedisueli stated the height has increased slightly because of the elevator shaft; however, he does not know the exact extent of the increase.

Ms. Minchew verified the applicant is seeking approval in concept and will meet with staff regarding details such as the handrail, brick, colors, tile frieze, etc. as they are available.

Mr. Ruedisueli stated further, there is also a proposed change to the application for the increased mechanical area, screened area above the back stairway.

There were no petitioners and the public hearing was closed at 8:39 pm.

There was further discussion regarding the diamond tiles in the frieze, the massing and the glazing on the patio.

Ms. Minchew moved that TLHP-2012-0103 be approved as submitted as to size, scale, massing and fenestration, subject to the following condition:

1. All materials and details of the frieze, the hand rail and any other changes to what was submitted will return to the BAR for approval.

The motion was seconded by Ms. Coffing and passed 6-0-1 (Meyer absent).

b. THLP-2012-0105, 212 Edwards Ferry Rd NE (R-HD/H-1 Overlay District), Applicant: Paul Reimers, PR Construction & Development, Project: Remove window, patch siding and exterior trim

Chairman Koochagian opened the public hearing at 10:43 pm

Ms. Del Rance stated the application is to remove a window that is barely visible and is located on an addition, not the original part of the building. She stated based on the finding that the window is not historic and the removal of the window will not change the historic character of the building, staff recommends approval.

The applicant, Paul Reimers, stated he had nothing further to add.

Chairman Koochagian verified once the window is removed, the millwork around the window will be redone to match the siding on the house and the shutter will be removed.

There were not petitioners and the public hearing was closed at 10:46pm.

Mr. Kiley moved that TLHP-2012-0105 be approved subject to the application submitted by Mr. Paul Reimers on October 22, 2012 and subject to the findings and conditions of approval as stated in the November 19, 2012 staff report. The motion was seconded by Vice Chairman Sisley and passed by a vote of 5-0-1-1 (Reimers abstaining and Meyer absent).

- c. THLP-2012-0106, 209 North Street NE (R-HD/H-1 Overlay District), Applicant: Paul Reimers, PR Construction & Development, Project: Replace two doors on rear of home with 4 door sliders**
Mr. Koochagian opened the public hearing at 10:47 pm.

Ms. Del Rance stated this property is new construction and the application is to amend a previous approval for 2 pairs of doors in the rear to 4 pairs of doors, increasing the amount of void to solid on the rear façade of the building. She stated staff recommends approval based on the conditions that:

1. The doors can be sliding or French doors
2. The trim on the doors will be the same size and proportion as the previously approved doors.

The applicant, Paul Reimers, stated the same centerline will be kept for the doors.

There were no petitioners and the public hearing closed at 10:49 pm

Ms. Minchew expressed concern with the size of the proposed doors.

Vice Chairman Sisley moved to approve TLHP-2012-0106 subject to the following conditions:

1. The doors can be sliding or French doors
2. The trim on the doors will be the same size and proportion as the previously approved doors.

The motion was seconded by Mr. Kiley and approved by a 3-2-1-1 vote (Koochagian and Minchew opposed, Reimers abstaining and Meyer absent).

- d. TLHP-2012-0107, 107 W. Market Street (B-1/H-1 Overlay District), Applicant: Dwight Stonerook, Trustees of the Leesburg United Methodist Church, Project: Replace existing pair of 28" doors with a single 42" wide door and 14" sidelight to allow for handicap accessibility.**

Ms. Del Rance provided a brief history of the building, stating the property is a contributing resource in the Old and Historic District. She stated the applicant is requesting to alter the doorway to accommodate those with disabilities. She stated the replacement door and use of a sidelight to fill the space left by the removal of the double doors is appropriate to the architecture per the guidelines. Further, she stated staff recommends approval.

Chairman Koochagian opened the public hearing at 7:48pm.

The applicant, Dwight Stonerook, stated the addition where this door is located was constructed in the late 1950's or 1960's. He cannot confirm whether the door is original to that construction.

Chairman Koochagian asked if the existing transom would be changed during construction.

Mr. Stonerook stated it is possible that the transom may need to be altered or replaced to fit the alignment of the new door; however, he is uncertain at this time.

There were no petitioners and the public hearing was closed at 7:50 pm.

There was discussion regarding the preservation of the transom lights and concern regarding the removal of the doors without knowing whether the door is historic or original to the addition.

Mr. Reimers stated if the BAR is to approve the removal of the doors, it is important to note for the record that it is being done to accommodate the handicapped and elderly.

There was further discussion regarding centering the door versus the sidelight and the possibility of replacing the door with a glass door to allow for visibility.

Ms. Minchew read from page 62 of the Old and Historic District Guidelines, "Retain and repair existing historic or original doors on all elevations".

The Board asked that staff and the applicant to determine whether the door is original to the construction of the addition and to explore options to maintain the existing transom and potentially center the door.

Vice Chairman Sisley moved to recess TLHP-2012-0107 until the December 3, 2012 work session. The motion was seconded by Mr. Kiley and approved by a 6-0-1 vote (Meyer absent).

e. TLHP-2012-0108 218 Cornwall Street NW (R-HD/H-1 Overlay District), Applicant: Mark Salser, homeowner, Project: Replace windows and doors on existing barn structure to make into pool cabana.

Chairman Koochagian opened the public hearing at 8:49pm.

Ms. Del Rance stated the home in front of the barn is a contributing structure and the applicant is seeking approval to convert the existing barn into a pool house. She stated the windows will be replaced with insulated windows matching the existing configuration. New doors will be placed inside the existing barn doors and the barn attic door will be placed with a window in a slightly lower location. She stated the shutters will be replaced to match existing and all finishes will match existing. Further, she stated staff recommends approval with the following conditions:

1. The window replacement request be recessed until the window survey is submitted
2. The attic door will be retained and a new window will be submitted into the existing opening or another appropriate configuration.

The applicant, Mark Salser, provided a survey of the windows stating the windows are not historic and are not functional. He stated the barn currently has a dirt floor and as part of the restoration, a foundation will be constructed underneath.

There was further discussion regarding the foundation, the shutters and the barn doors.

Mr. Salser if the window were to be installed where the existing barn attic door is located, the interior windowsill would be approximately 66-inches off the floor; whereas a slightly lower location would allow for a natural window height for the interior.

There were no petitioners and the public hearing was closed at 9:30 pm.

There was further discussion regarding the barn attic doors and the proposed window, given the door is made from the same material as the siding and is hard to see.

Ms. Minchew moved that TLHP-2012-0108 be approved as submitted with the following conditions:

1. The east and west elevation upper windows will be separated so as no longer to be paired with final design to be submitted to staff for approval.
2. The shutters are optional.
3. The foundation will be approximately 6-8 inches of concrete, parged as described in the application.

The motion was seconded by Mr. Kiley and passed by at 6-0-1 vote (Meyer absent).

The meeting recessed at 9:11pm and resumed at 9:15 pm.

f. TLHP-2012-0122, 222 S. King Street (B/1-H-1 Overlay District), Applicant: Steve Makranczy, business owner, Project: Replace front doors.

Chairman Koochagian opened the public hearing at 8:10pm.

Ms. Del Rance stated the door replacement is requested because the doors are no longer working properly and there are issues with flooding in the store. She stated the doors are not original and the applicant is requesting to replace them with single pane glass patio doors. She stated staff recommends replacement of the doors with something more sympathetic to the architecture and would also suggest that a white trim would be more appropriate than the current red trim.

The applicant, Steve Makrancy, he stated his goals in replacing the doors is to make a water-tight and secure entry as well as to improve visibility into the store. He stated he would prefer a single pane door, even if it is only two-thirds glass because of the visibility; however, he would not be opposed to staff's recommended 12 panel divided light door.

Ms. Minchew confirmed staff believes this part of the building is not the original construction; however, the exact date of construction is not known at this time.

Ms. Del Rance stated she would consider the building to be contributing because of its character and the way it carries on the pedestrian nature of the street.

Chairman Koochagian added that this property was previously approved for demolition as part of the Waterford Development project.

Ms. Del Rance stated the Certificate of Appropriateness for the demolition has expired.

There were no petitioners and the public hearing was closed at 8:19pm.

There was further discussion regarding the paint colors and options for the replacement door.

Mr. Kiley moved that TLHP-2012-0122 be approved subject to the application submitted by Steve Makrancy on November 6, 2012 and subject to following conditions:

1. The replacement door will be submitted to staff
2. The replacement door will be in line with page 62 of the H-1 Design Guidelines
3. Any change in the color of the door will be submitted to staff for approval.

The motion was seconded by Vice Chairman Sisley and passed by a 6-0-1 vote (Meyer absent).

- g. TLHP-2012-0114, TLHP-2012-0115, TLHP-2012-0116, TLHP-2012-0117 19 S. King Street (B-1/H-1 Overlay District), Applicant: Fabian Saeidi, Kings Tavern & Wine Bar, Project: Review already constructed porch roof and gazebo on existing rear patio, installation of two signs and exterior painting already completed.**

Chairman Koochagian opened the public hearing at 9:16 pm.

Ms. Del Rance stated this building is the only commercial duplex of its kind in the Historic District and is contributing. She stated this application is unusual in that the items have already been constructed or installed and there have been no zoning or building permits issued for the property. Further, she outlined staff's concerns with the following applications for this property.

TLHP-2012-0114: Porch roof on rear of building with new light fixtures, new gazebo and new shed added in back lot with plastic fence

- The new open porch consists of two simple square columns and a small shed roof. It is not known what the material is; however, a standing seam metal roof would be most appropriate to match the existing roof material of the main building.
- The new wall sconces are of proper scale and placement relative to the doorway; however, the light source is visible and the fixture is not appropriate for a downtown business.
- The freestanding gazebo placed on the asphalt lot behind the primary structure is not subordinate to the simple brick building and is not appropriate for a historic commercial structure on a main street.
- The shed is a utilitarian structure and its color is not in keeping with the rest of the building.

- Plastic lattice is not a traditional fence material or design. An appropriate fence or railing should be simple and of wood based on this lot size and the simplicity of the architecture at the rear of the building where this is located.

TLHP-2012-0115 AND TLHP-2012-0116: Signs

- The guidelines allow for two signs per business; however, based on the fact that this business has three facades along a public right of way, with one a main street, the second pedestrian only and the third both pedestrian and alley vehicular traffic, it may qualify for more than two signs if all signs are appropriate and within the size restrictions.
- The existing window sign is placed inside the window and not applied directly to the glass, which does not meet the definition of a window sign in the guidelines.
- The rear door is a direct entry to the restaurant and may qualify for a wall sign if the BAR finds the location acceptable; however, the size and shape of the current sign does not relate to the space above the door.
- The projecting sign is located at the rear of the building, not adjacent to a building entrance.
- The owner has been asked to remove the illegal lighted "ABC" neon sign on the front façade.

TLHP-2012-0117: Paint

- The new red color appears to be more vibrant and brighter version than the appropriate red on the rear of the building. The same color should be used throughout the building. If another color is desired, samples should be presented to staff for approval before the painting has begun.

Ms. Del Rance stated staff recommends that the applications either be denied or approved with conditions to make these actions appropriate.

The applicant, Fabian Saeidi, stated the signs in question were approved for the former King's Court Tavern location on Loudoun Street SW and were transferred when the business moved to King Street. He stated the rear porch was existing and just recently extended. He stated gazebo was constructed in 1980 and that the roof was recently added to provide musicians cover from the elements. He stated the paper sign in the front window is a temporary sign until the permanent sign can be ordered and installed above the windows. He stated the lattice fence in the rear was installed to deter patrons from walking in the street with drinks in their hand and can be replaced by wood if so desired. He stated the rear shed has been there for many years and was recently repaired. Further, he stated the light fixture in the rear can be changed and the front paint color changed to match the paint in the rear.

Ms. Coffing verified the rear door is for public access.

Vice Chairman Sisley verified the roof structure for the gazebo was recently installed. Further, he verified Mr. Saeidi is willing to change the paint color on the front façade to match the rear, replace the plastic fence with wood, replace the light fixture above the rear door and replace the temporary paper sign in the front window with a permanent sign.

Chris Murphy, Zoning Administrator, clarified that a Certificate of Appropriateness and Zoning Permit would be required before any sign can be installed. The signs moved from the former Loudoun Street SW location also require permits for the new King Street location. Further, a permit cannot be issued for the neon sign at the front of the building as it was a pre-existing, non-conforming sign at the Loudoun Street SW location.

Mr. Murphy further informed the Board that Mr. Saeidi has made the applications to correct existing zoning violations and A Notice of Violation has been issued for these items.

There were no petitioners.

There was further discussion regarding the roofing materials for the gazebo and the shed.

Mr. Saeidi stated he would be willing to change the roof of both structures to a standing seam metal roof to match the main building.

Ms. Minchew asked if there is any record of when the structures in the rear were constructed.

Ms. Del Rance stated she has been unable to find a record of approval for any structure in the rear.

Ms. Minchew asked that staff research the age of the shed as it may pre-date any requirement for approval.

Chairman Koochagian stated the importance of knowing the existing materials for the rear porch. Further, he stated the left front window was previously divided light to match the right window; however, it now appears to be three solid panes of glass.

Mr. Saeidi stated the glass in the window was replaced and the wood grill and it was removed so that the windows would be more open.

Ms. Minchew proposed that the BAR schedule a site visit prior to approval given the elements for discussion are pre-existing. Further, she stated it would be nice to have a concise proposal from the applicant to address each issue.

Vice Chairman Sisley moved to recess TLHP-2012-0114, TLHP-2012-0115, TLHP-2012- 0116 and TLHP-2012-0117 to the December 3, 2012 work session to allow the BAR members the opportunity to visit the site. The motion was seconded by Mr. Kiley and passed by a 6-0-1 vote (Meyer absent).

h. TLHP-2012-0118, TLHP-2012-0119, TLHP-2012-0120 15 S. King Street (B-1/H-1 Overlay District), Applicant: Fabian Saeidi, Old Town Grill, Project: Review two signs and exterior painting already completed.

Chairman Koochagian opened the public hearing at 9:48 pm.

Ms. Del Rance provided a brief history of the building, stating it is considered contributing. She stated these applications are also addressing actions already taken. She stated this also addresses actions that have been taken without zoning approval. Further, she outlined staff's concerns with the following applications for this property.

TLHP-2012-0118 and TLHP=2012-0119: Signs

- Three signs have been installed, a Window sign "Old Town Grill Steak & Seafood", a Wall sign "Steak Old Town Grill Seafood" and a Bracket sign "Old Town Grill Steak & Seafood".
- This business has only one entrance which is on the front façade facing the right-of-way.
- The historical characteristics make the wall sign above the door appropriate for this building.
- The projecting sign attracts both pedestrian and vehicular traffic
- The third sign in the window is unnecessary and distracts from the architecture.

TLHP-2012-0120: Paint

- The new red may be appropriate; however, placing it only on the front façade when there is no materials change on the side elevation is incorrect.
- Painting the raised moulding white to match the trim is appropriate, but all of the trim should be white, including all of the windows on the second floor, not just two of them.

Ms. Del Rance stated staff recommends that the applications either be denied or approved with conditions to make these actions appropriate.

The applicant, Fabian Saeidi, stated the building was painted green when the building housed The Green Tree Restaurant. When the restaurant was redone, the painter did not have a tall enough ladder; however, a larger ladder has been found and the painter will return to finish the paint work on

the trim and windows. He stated the building had four signs when it was The Green Tree and another sign has been ordered to be placed in the other window to match the current window sign.

Ms. Del Rance stated she has not received an application for the fourth sign.

Barbara Notar, Deputy Town Attorney, stated these applications are also in response to a Notice of Violation and the argument that the signs were there before is not relevant. She stated these are new signs that need new permits and fall under the current guidelines regulating the number of signs allowed.

Ms. Minchew verified staff has not found prior approvals for signage or paint scheme on this property. She stated it is her recollection that the green and yellow paint scheme was never approved either.

Mr. Reimers asked which two signs the applicant would like to keep.

Mr. Saeidi stated he would like to keep all four signs that he had for The Green Tree. Further, he stated the signs in the window are hanging signs and should not come under the Zoning Ordinance.

Mr. Murphy stated there is a provision in the Zoning Ordinance stating that a sign that is more than three feet inside the window is not considered a sign and is not regulated.

Mr. Koochagian asked if the applicant is planning to paint the alley façade to match the front.

Mr. Saeidi stated the alley façade has always been green and was recently painted the same shade of green prior to the new bricks being installed in the alley.

Chris Thomas, petitioner, stated a window sign on the right side would be blocked by the recently added center muntin.

The public hearing was closed at 10:04 pm.

Ms. Minchew stated a site visit would also be beneficial for these applications to identify all of the elements that need to be addressed. Further, she stated an application needs to come before the board with a plan outlining a cohesive color scheme for the building.

There was further discussion regarding signage for the building.

Vice Chairman Sisley added that a cohesive plan is also needed for signage at both buildings.

Vice Chairman Sisley moved to recess TLHP-2012-0118, TLHP-2012-0119 and TLHP-2012-0120 to the December 3, 2012 work session to allow the BAR members the opportunity to visit the site. The motion was seconded by Mr. Kiley and passed by a 6-0-1 vote (Meyer absent).

Ms. Minchew asked staff provide a copy of the survey documents for both properties.

Vice Chairman Sisley stated there were a number of photographs recently taken by the town for the alley improvement project. He suggested the photographs may provide information regarding the existing condition of the rear of both properties at that time.

Public Hearings on New Cases in the H-2 Overlay District

- a. THLP-2012-0098 and TLHP-2012-0099, 448 S. King Street Rite Aid (B-2/H-2 Overlay District) and 720 S. King Street Food Lion (B-2/H-2 Overlay District), Applicant: Gary Finiff, Virginia Regional Transit, Project: Construction of a prototype bus shelter in front of Rite Aid and Food Lion.**

Chairman Koochagian opened the public hearing at 10:15pm

Ms. Del Rance stated both the 448 S. King Street and 720 S. King Street sites about the public sidewalk and are currently operating as bus stops for Virginia Regional Transit. She stated this application is to construct bus shelters at both sites. She provided information regarding the generic prototype shelter provided for consideration stating it does not meet the requirements for the guidelines. She provided examples of shelters that would meet the guidelines and would be of better design to replicate throughout the Town. Further, she stated staff recommends approval with condition that the shelter meet the design guidelines for the corridor; however, if the applicant is not willing to consider an alternate design, then staff recommends denial.

The applicant, Bruce Simms of Virginia Regional Transit, stated his organization is working with the Town Council to increase the number of shelters in the Town and the cost of the shelters could have a direct impact on the number to be installed. He stated they are willing to work on design options.

Ms. Minchew asked if the intent is to have a unified design for the new shelters throughout the district.

Mr. Simms stated for procurement purposes, they prefer to order the shelters in bulk so as to lower the price per unit. He stated if a different shelter were to be approved, they would have to go through a procurement process for the new shelter. He stated the application is specifically for these two sites and was not viewed as an application for the entire H-2.

Ms. Minchew verified the applicant is not looking for approval for shelters in the H-1 District. She asked if staff feels these two properties lend themselves to having the same design for the shelters.

Ms. Del Rance stated the shelters should be of the same design as they are both located on S. King Street near the entrance to the Old and Historic District.

Ms. Minchew provided information regarding the process to approve the bus shelter in the Old and Historic District, which was designed to specifically relate to its own surroundings. She stated that determination was made specifically for the H-1 District and may or may not be appropriate for the H-2 District. Further, if a prototype design is also not preferred for the H-2 District, then it is her belief that the design of the shelter should be considered separately for each location in accordance with its surroundings.

Ms. Del Rance stated based on that knowledge a prototype would be appropriate for the H-2 District.

Mr. Kiley verified a shelter matching the proposed design has already been installed in front of the Senior Center on Old Waterford Road.

There was further discussion regarding the time involved in the procurement process should another design be chosen.

There were no petitioners and the public hearing was closed at 10:32pm.

There was further discussion regarding the approval of a prototype for the H-2 versus approval on a site-by-site basis.

Several board members stated their preference for a design similar to the bus shelter design in the Hampton Roads area of Virginia while emphasizing the need to ensure that the shelter is compatible with its own surroundings.

Ms. Minchew stated for the record that the expense for the shelter and the lighting source are not within the purview of the BAR.

Ms. Minchew moved that TLHP-2012-0098 and TLHP-2012-0099 be recessed to the December 17, 2012 business meeting. The motion was seconded by Ms. Coffing and passed by 6-0-1 vote (Meyer absent).

Administrative Agenda

Administrative Approvals of COAs (For Information Only)

- a. **TLHP-2012-0104 218 Cornwall St NW - Fence**
- b. **TLHP-2012-0110 505 E. Market St – Ramps & Handrail Upgrades**
- c. **TLHP-2012-0111 401 E. Market St – Capital One Bank ATM Surrounds Replacements**
- d. **TLHP-2012-0112 607 Potomac Station Dr NE – Capital One Bank ATM Surrounds Replacements**
- e. **TLHP-2012-0113 201 Loudoun St SE – Sign “McCandlish & Lillard”**

Old Business: None

New Business: None

Adjournment: The meeting was adjourned at 10:52pm.

NEXT REGULAR BUSINESS MEETING:

Monday, December 17, 2012 at 7pm

Council Chamber

25 West Market Street

Leesburg, Virginia

Richard Koochagian, Chair

Deborah Parry, Planning & Zoning Assistant